

## ATTACHMENT A

### Town of Cottonwood

#### SECTION 1. SERVICE AREA

The service area shall be in the Verde Valley of Yavapai County, particularly in and around the Cities of Cottonwood and Clarkdale.

#### SECTION 2. PROJECT SUMMARY

The Contractor shall provide public transportation service in the service area, on a demand responsive basis with necessary curb-to-curb or door-to-door service. Service will be Monday-Friday from 7:00 a.m. to 5:00 p.m. and on Saturday from 9:00 a.m. to 2:00 p.m.

#### SECTION 3. ROUTES AND SCHEDULES

Routes and schedules shall be as described in the Contractor's approved application for funding.

#### SECTION 4. FARES

Zone A--\$2.00 fare per round trip/\$1.00 per one way trip  
Zone B--\$3.00 fare per round trip/\$1.50 per one way trip

The Contractor shall not issue any free ride coupons or reduced ride passes without prior approval from ADOT.

If fare revenues fall below 17% of combined operating and administrative costs, the Contractor agrees to make up the difference from local funds. If, however, the contractor cannot make up the difference from local funds and or, if the contractor has not performed with contract schedule of activities, ADOT may deduct the difference from the Operating and or Administrative Federal Share.

Any fares collected will be applied toward the reduction of contract operational costs. If operational costs are funded completely from collected fares, any excess fares will be used to reduce the federal share of contract administrative costs.

#### SECTION 5. COST ALLOCATION

Since the PROJECT vehicles may also be used for non-PROJECT purposes, the Contractor agrees to keep accurate vehicle mileage logs to distinguish between PROJECT and non-PROJECT mileage. ADOT will reimburse vehicle related operating expenses in proportion not to exceed the number of actually driven PROJECT miles as a percentage of the total miles.

SECTION 6.        EQUIPMENT AND MAINTENANCE

The Contractor will utilize at 3 vehicles for this PROJECT, including one 10-15 passenger van leased by the Contractor from YARC.

Maintenance and repairs will be the responsibility of the Contractor.

SECTION 7.        SCHEDULE OF ACTIVITIES

The Contractor agrees to complete the following activities. Reports documenting the completion of these activities shall be submitted to ADOT by the dates shown below. ADOT may withhold reimbursements for administrative expenses if the schedule is not met by the Contractor.

ACTIVITY

DEADLINE FOR REPORT  
SUBMISSION TO ADOT

- |    |   |  |
|----|---|--|
| 1. | Minutes of Transit<br>Advisory Committee                    | January 1, 1994<br>April 1, 1994<br>July 1, 1994<br>September 30, 1994 |
| 2. | Annual Disadvantaged<br>Business Enterprise<br>Report (DBE) | May 1, 1994  |
| 3. | Three Year Transit<br>Plan, including<br>marketing element  | Draft - April 1, 1994<br>Final - June 1, 1994                          |
| 4. | Private Sector<br>Policies/Procedures                       | March 1, 1994  |

ATTACHMENT B  
CITY OF COTTONWOOD  
ADMINISTRATIVE BUDGET

<u>DESCRIPTION</u>	<u>COST</u>
Transit Director ( 70% FTE )	\$ 14,893
Total Fringe	3,910
Office Supplies	1,400
Travel Expenses	500
Space Rental	500
Audit	500
Utilities	2,800
Marketing & Advertising	50
Printing	250
Administration Subtotal	\$24,803
Local Share	\$12,402
Federal Share	\$12,401

Local Share Source:

Cottonwood LTAF funds	\$6,821
Clarkdale LTAF funds	\$2,852
Yavapai County LTAF funds	\$2,729